US Army Corps
of Engineers

CP-18 Tool Box

by

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AR 690-950

- "Career Management"
  - governing regulation for all Army civilian career programs
  - http://www.usapa.army.mil/pdffiles/r690_950.pdf
- Roles and Responsibilities (page 7)
  - Give technical advice & assistance to DE and CPOC/CPACs
  - Advice & guidance to careerists
  - Resource person to supervisors for CP information
- Merit Placement and Outside Recruitment
  - Within USACE: centralized recruitment & decentralized selection
  - Other MACOMs: no central selection by CP-18

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Mission Essential Task List (METL)

- Distills tasks to only those that are most important
- Prioritizes tasks for accomplishing mission
- Can be applied to career development
  - Intern
  - Journeyman
  - Supervisor/manager
  - Executive
- Helps generate training requirements for IDP

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Individual Development Plans (IDP)

- Method to focus career development
- Address both short-term needs and long-tem direction of career
- Getting to know your employees
- Lead by example with your own first & second level supervisors and team leaders

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Army CPOL Homepage

- www.cpol.army.mil
- Contains ACTEDS Training Catalog with plans for all 22 Army Career Programs
- Army-sponsored core leadership courses
  - Intern Development Leadership Course (IDLC)
  - Organizational Leadership for Executives (OLE)
  - Personnel Management for Executives (PME I, II)
  - Sustaining Base Leadership & Management (SBLM)
  - Supervisor & Management Development Courses (on-line)

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Army CPOL Homepage

- Competitive Professional Development
  - Career program specific (CP-18)
    - University training
    - Short-term training
    - CP-18 Leadership Development Program
    - Developmental assignments
    - Training with Industry
  - Open to all career programs
    - Army Congressional Fellowship
    - SecArmy Research and Study Fellowship

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Army CPOL Homepage

- Government/Non-Government Training
  - Defense Leadership and Management Program (DLAMP)
  - Defense Executive Leadership Development Program
  - Federal Executive Institute
  - Harvard University Senior Executive Fellows
- Senior Service Colleges
  - Army War College, National War College, Industrial College of the Armed Forces

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Coaching & Mentoring

- USACE Coaching & Mentoring Guide:
  - http://usace-ccm-guide.com/index2.htm
- Army Pamphlet 690-43, “A Supervisor’s Guide to Career Development and Counseling for Career Program Employees”
  - http://www.usapa.army.mil/pdffiles/p690_43.pdf
- Army Pamphlet 690-46, Mentoring for Civilian Members of the Force
  - http://www.usapa.army.mil/cpol/dapam690-46/dapam690-46.html

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HQ USACE HR Homepage

- Currently under revision – should be complete in September
- Special Announcements and Information
  - Education & training programs
- Guidance memorandums